



Shared health
Soins communs
Manitoba

Public Health Information Management System (PHIMS)



Module 5: How to Record Immunizations Administered by Non Public Health Users

Recording Immunizations

Step 1:

Log into PHIMS and click on the "My Account" button at the top of the page.



The screenshot shows the PHIMS user interface. At the top, there is a navigation bar with the following items: Help, Contact Us, My Account (circled in orange), Change Role, and Logout. Below the navigation bar, there is a section titled "IMMUNIZATION".

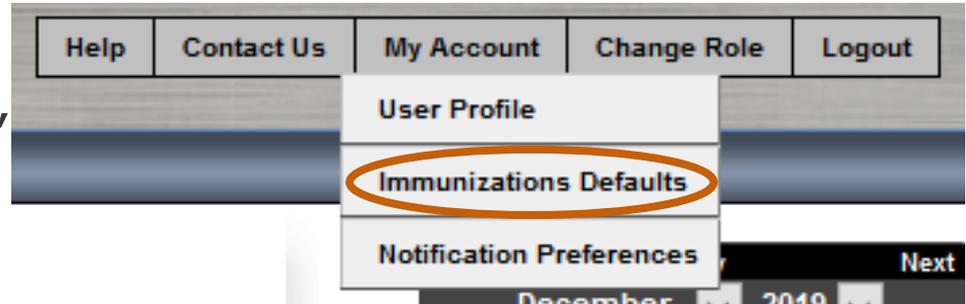
The main content area contains the following elements:

- A description: "The Public Health Solution for Disease Surveillance and Management supports the identification, management and control of infectious diseases and outbreaks that pose a threat to the public's health."
- A form to specify the Service Delivery Location (SDL):
 - Service Delivery Location: Manitoba Health SDL (selected)
 - SDL Time Zone: CST
 - Select button
- Four main functional areas:
 - Personal WorkLoads**: View all your assigned work tasks.
 - Reporting**: Specify and view client specific and aggregate reports.
 - Document Management**: Add, update, delete and search for electronically attached documents.
 - Notifications**: Create and view jurisdiction and threshold notifications.
- Need Help ?**: Contact information for the Help Desk.
- External Reference Links**: LINKS WILL OPEN A NEW WINDOW. No Reference Link has been added.

Recording Immunizations

Step 2:

Select "Immunization Defaults"



Step 3:

Verify that the immunization defaults are correct. If they are not correct, set up the defaults correctly.

Example: **Immunization User Defaults**

A screenshot of a web form titled 'Immunization User Defaults'. The form has a header 'General Immunization Defaults'. It contains several input fields: 'Provider:' with a text box containing 'e.g. Provider Last Name, First Name', 'Organization:' with a text box containing 'Manitoba Corrections, Manitoba', 'Service Delivery Location:' with a text box containing 'Headingley Correctional Centre, Headingley', 'Holding Point Name:' with a dropdown menu, and 'Holding Point Location:' with a dropdown menu. There are also two search icons (info and magnifying glass) next to the text boxes. On the right side, there is a section 'Apply defaults to Historical Immunizations:' with two radio buttons, 'Yes' (selected) and 'No'.

If the default settings are not correct, refer to the "Setting Up User Defaults" module 3 to update your default settings.

Recording Immunizations

Refer to Quick Reference Cards (QRC) 2.1 and 2.5 for detailed instructions on Recording Historical Immunizations

Located at: [2.1 Recording Historical Immunization without Details](#)
[2.5 Recording Historical Immunization with Details](#)

Recording Immunizations

Step 4:

Click the "Immunization" tab at the top of the page.

PANORAMA
Public Health Solution for Disease Surveillance and Management

MB_NON_PH_IMMS_PROVI... for MB Health
Help Contact Us My Account Change Role Logout

IMMUNIZATION

The Public Health Solution for Disease Surveillance and Management supports the identification, management and control of infectious diseases and outbreaks that pose a threat to the public's health.

Specify your Service Delivery Location (SDL).

* **Service Delivery Location:** Manitoba Health SDL

SDL Time Zone: CST

Personal WorkLoads
View all your assigned work tasks

Reporting
Specify and view client specific and aggregate reports.

Document Management
Add, update, delete and search for electronically attached documents.

Notifications
Create and view jurisdiction and threshold notifications.

Need Help ?
Contact information for the Help Desk

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External Reference Links
LINKS WILL OPEN A NEW WINDOW

No Reference Link has been added

Recording Immunizations

Step 5:

Click "Search Clients" from the left hand navigation bar.

The screenshot displays the 'Search Clients' interface. On the left, a navigation menu includes 'Recent Work', 'Client', 'Search Clients' (circled in red), 'Immunizations', 'Document Management', 'Reporting & Analysis', 'Administration', and 'Imms Defaults'. The main content area is titled 'Search Clients' and features a 'Basic Search Criteria' section. This section contains several input fields: 'Client Number' and 'Client Number Type' (a dropdown menu), 'Last Name', 'First Name', and 'Middle Name' (text boxes), and 'Gender' (a dropdown menu). Below these are radio button options for 'Date of Birth' (with a 'yyyy/mm/dd' input), 'Date of Birth Range' (with 'Effective From' and 'To' inputs, both 'yyyy/mm/dd'), 'Age' (with an input for 'e.g. 2 or 0-18 or 18-99' and a 'Year(s)' dropdown), and 'None of the above'. To the right, a 'Select all that apply:' section includes three checkboxes: 'Include Inactive Clients' (checked), 'Include Indeterminate Clients' (checked), and 'Use Phonetic Matches' (unchecked). At the top right of the main area, there are buttons for 'Search', 'Retrieve', 'Reset', a print icon, and a help icon.

Recording Immunizations

Step 6:

Enter the client's PHIN number in the "Client Number" field.

The screenshot shows the 'Search Clients' interface. On the left is a navigation menu with 'Immunization' at the top, followed by 'Recent Work', 'Client', 'Search Clients', 'Immunizations', 'Document Management', 'Reporting & Analysis', 'Administration', and 'Imms Defaults'. The main area is titled 'Search Clients' and contains a 'Basic Search Criteria' section. The 'Client number:' field is highlighted with a red circle. Other fields include 'Client Number Type:', 'Last Name:', 'First Name:', 'Middle Name:', 'Gender:', and 'Choose one:' with options for 'Date of Birth:', 'Date of Birth Range:', 'Age:', and 'None of the above'. On the right, there are checkboxes for 'Include Inactive Clients', 'Include Indeterminate Clients', and 'Use Phonetic Matches'. At the top right of the main area are buttons for 'Search', 'Retrieve', 'Reset', and a help icon.

Recording Immunizations

Step 7:

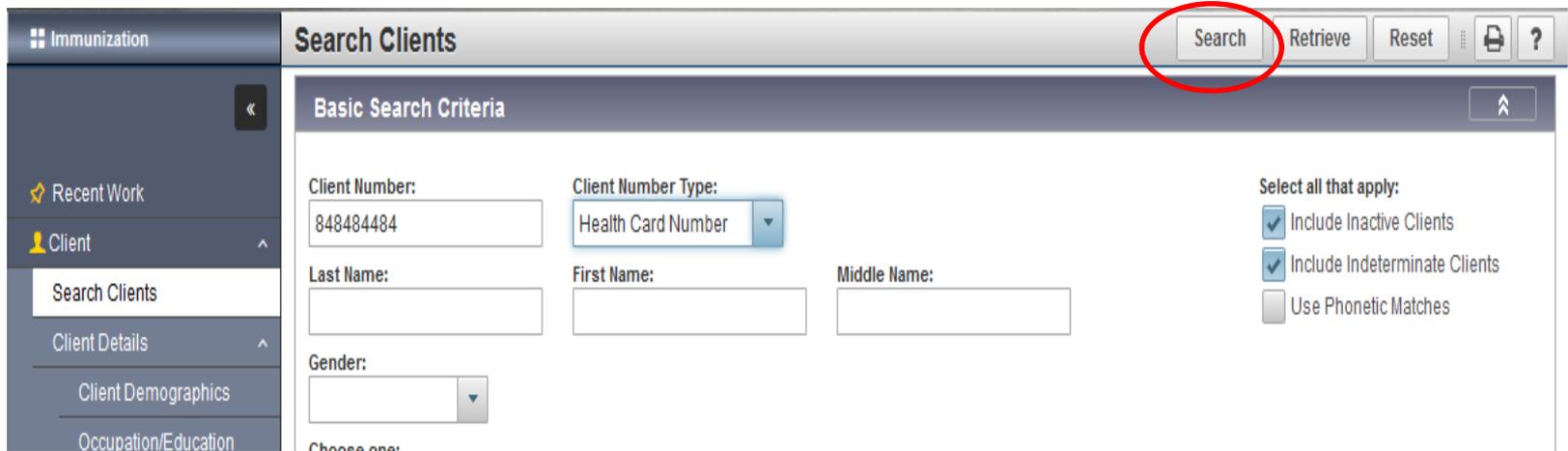
Select "Health Card Number" from the Client Number Type drop down menu.

The screenshot displays the 'Search Clients' interface. On the left is a sidebar with navigation options: 'Recent Work', 'Client', 'Search Clients', 'Immunizations', 'Document Management', 'Reporting & Analysis', 'Administration', and 'Imms Defaults'. The main area is titled 'Search Clients' and contains a 'Basic Search Criteria' section. This section includes fields for 'Client Number', 'Last Name', 'Middle Name', and 'Gender'. The 'Client Number Type' dropdown menu is open, showing three options: 'Client ID', 'Health Card Number' (which is circled in red), and 'Additional ID'. Below these are radio button options for 'Date of Birth', 'Date of Birth Range', 'Age', and 'None of the above'. There are also input fields for 'Effective From' and 'To' dates, and an 'Age' field with a 'Year(s)' dropdown. A 'Search' button is located in the top right corner of the main area.

Recording Immunizations

Step 8:

Click the "Search" button located at the top of the page.



The screenshot shows a web application interface for searching clients. The main header is 'Search Clients' with a 'Search' button circled in red. Below the header is a 'Basic Search Criteria' section with the following fields:

- Client Number: 848484484
- Client Number Type: Health Card Number (dropdown menu)
- Last Name: (empty text box)
- First Name: (empty text box)
- Middle Name: (empty text box)
- Gender: (dropdown menu)

On the right side, there is a 'Select all that apply:' section with the following options:

- Include Inactive Clients
- Include Indeterminate Clients
- Use Phonetic Matches

At the bottom left, there is a 'Choose one:' label.

Recording Immunizations

Step 9:

Click on the check box beside the correct client listed in the search results table.



The screenshot shows a 'Search Results' window with a table of client data. The table has columns for Client ID, Health Card Number, Last Name, First Name, Gender, Date of Birth, Health Region, and Active status. The first row is highlighted, and a red circle is drawn around the check box in the first column of that row.

<input checked="" type="checkbox"/>	<input type="checkbox"/>	Client ID	Health Card Number	Last Name	First Name	Gender	Date of Birth	Health Region	Active
<input checked="" type="checkbox"/>	<input type="checkbox"/>	14	302152018	Agnarsson	Adrian	Male	1951 Nov 23	Winnipeg Health (including Churchill)	Active

Total: 1

Recording Immunizations

Step 10:

Click "Client Imms Profile" to open the client's Immunization record.



The screenshot shows a search results window titled "Search Results". At the top right, there is a checkmark icon and an upward arrow icon. Below the title bar, there are three buttons: "Preview", "Set In Context", and "Client Imms Profile". The "Client Imms Profile" button is circled in red. Below the buttons is a table with the following columns: Client ID, Health Card Number, Last Name, First Name, Gender, Date of Birth, Health Region, and Active. The table contains one row of data for a client with ID 14, Health Card Number 302152018, Last Name Agnarsson, First Name Adrian, Gender Male, Date of Birth 1951 Nov 23, Health Region Winnipeg Health (including Churchill), and Active status. At the bottom of the table, there is a "Total: 1" label, a pagination control showing "1" in a blue box, and a dropdown menu showing "20".

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Client ID ▾	Health Card Number ▾	Last Name ▲	First Name ▲	Gender ▾	Date of Birth ▲	Health Region ▾	Active ▾
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	14	302152018	Agnarsson	Adrian	Male	1951 Nov 23	Winnipeg Health (including Churchill)	Active

Recording Immunizations

Step 11:

The client's Immunizations profile displays. Expand the **Immunization History – Detailed Data Table** and select either *"Add Single Immunization"* or *"Add One or More Immunizations"*

The screenshot displays the 'Immunizations' profile for a client. The client's information includes: Client ID: 14, Name: Agnarsson, Adrian / Male, Health Card No: 302152018, Date of Birth / Age: 1951 Nov 23 / 68 years, Phone Number: -, Health Region Organization: Manitoba, Winnipeg Health, and Additional ID Type / Additional ID: Manitoba Personal Health Identification Number / -. The 'Immunization History - Summary Grid' shows a table with columns for Agent, Date Administered, and Date Administered. The 'Immunization History - Detailed Data Table' is expanded, showing a table with columns for Agent, Date Administered, Age at Administration, Status, Trade Name, Body Site, and Volume. Two buttons, 'Add Single Immunization' and 'Add One or More Immunizations', are circled in red.

Agent	Date Administered					
Inf-Intramuscular	2012 May 21	2015 May 09	2016 Jun 19	2017 May 24		

Agent	Date Administered	Age at Administration	Status	Trade Name	Body Site	Volume
Inf-	2012 May 21	60v	Valid			

Recording One or More Immunizations “Add Historical”

Step 12:

- A. If the only details available for entry are the *Immunization Agent* and *Date Administered*, select the appropriate Agent from the drop down menu and enter the date the vaccine was administered in the date field. Also ensure to clear the default Organization and Service Delivery Location (SDL) ([QR 2.1 Recording Historical Immunizations without Details](#)).

The screenshot shows the 'Add Multiple Immunizations' form. The 'Immunization Type' is set to 'Historical'. The 'Include non-inventoried agents' checkbox is checked. The form contains a table with columns for 'Agent' and 'Date 1' through 'Date 4'. The 'Agent' column has a dropdown menu, and the 'Date' columns have date input fields. Below the table, there are fields for 'Provider', 'Organization', and 'Service Delivery Location'. The 'Organization' and 'Service Delivery Location' fields are highlighted with red boxes. The form also includes a 'Comments' field and a 'Record Consent' button.

Agent	Date 1	Date 2	Date 3	Date 4
	yyyy/mm/dd	yyyy/mm/dd	yyyy/mm/dd	yyyy/mm/dd
	yyyy/mm/dd	yyyy/mm/dd	yyyy/mm/dd	yyyy/mm/dd
	yyyy/mm/dd	yyyy/mm/dd	yyyy/mm/dd	yyyy/mm/dd

Override/Set Defaults for New Immunizations

Provider: e.g. Provider Last Name, First Name

Organization: e.g. Organization Display Name

Service Delivery Location: e.g. SDL Display Name

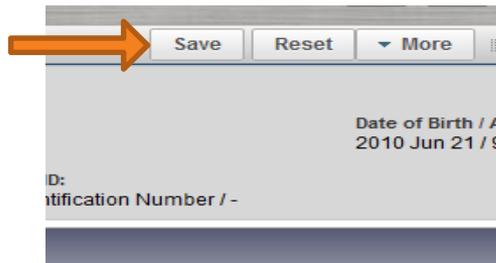
Information Source:

Comments: (4000 characters remaining.)

Recording One or More Immunizations “Add Historical”

Step 12 (continued):

Click “**Apply without Details**” then Click “**Save**”.



Recording One or More Immunizations “Add Historical”

Step 12 (continued):

- B. If any additional details are available for entry (eg. *Provider, Organization, Service Delivery Location (SDL), Lot Number, etc.*), select the appropriate values for the applicable fields. The Organization and Service Delivery Location (SDL) will auto-populate with the default settings. If these are not correct, you will need to add the correct Organization and SDL ([QRC 2.5 Recording Historical Immunization with Details](#)).

The screenshot shows a web-based form for recording immunizations. The form is titled "Immunization Type: Historical" and includes a "1 of 1 immunizations" indicator. Key sections and fields are highlighted with red boxes:

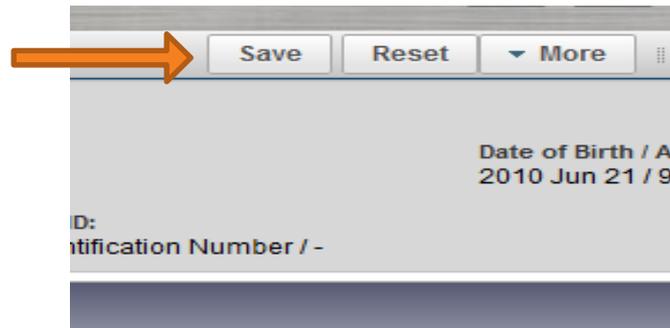
- Provider:** A text input field with a search icon and a magnifying glass icon, containing the placeholder text "e.g. Provider Last Name, First Name".
- Organization:** A text input field with a search icon and a magnifying glass icon, containing the placeholder text "e.g. Organization Display Name".
- Service Delivery Location:** A text input field with a search icon and a magnifying glass icon, containing the placeholder text "e.g. SDL Display Name".
- Vaccine Details:** A section containing several fields: "Holding Point Name", "Lot Number" (with a checked box for "Display Expired and Recalled Lots"), "Dosage", "Dosage UOM", "Site", "Route", "Trade Name", and "Manufacturer". A red box highlights the "Lot Number" field and the "Dosage" and "Route" fields.

Other visible fields include "Date Administered" (2021/06/01), "Age at Administration" (54 years), "Consent Readiness" (Missing), "Reason for Immunization", "Information Source", "Verification Status" (Not Requested), and "Comments" (4000 characters remaining). A "Finish" button is located at the bottom right, with an orange arrow pointing to it.

Recording One or More Immunizations “Add Historical”

Step 12 (continued):

Click '**Finish**' then click '**Save**'.



Recording Immunizations

Step 13:

Verify that the “Immunization(s)” were added successfully. The message appears at the top of the page.



Recording Immunizations

Step 14:

Continue to document additional immunizations or log out if you are done.



Questions

If you have any questions, contact Digital Health

- Email: servicedesk@sharedhealthmb.ca
- Phone: 204-940-8500 or 1-866-999-9698